

**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE**

Schedule No.

2571

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Agency Maryland Department of Agriculture

Division/Unit 15 / Nutrient Management Program/
Nutrient Management Program Documents

Item No.	Description	Retention
1.	Operators/Farmers Records A. Nutrient Management Plans Includes a reporting form with operator information, the operation plan and consultant information. Also, attached to reporting form are a farm map, soil and manure test results and a summary of nutrient recommendations. B. Annual Implementation Filing Current operator and operation information, as well as information on crop acreage and nutrient application for each crop in the previous calendar year. C. Operators Plan Implementation Inspection <ul style="list-style-type: none"> Operator, Operation and Plan Information Plan Implementation Evaluation Report and Comments 	Retain latest plan filed for 5 years in the field office then destroy. Electronic information: Continuous Record. Maintain a perpetual file by updating when amended or revised and destroying obsolete material. Retain hard copies for 3 years in field offices then destroy. Electronic information: Electronic copy should be retained for 5 years then destroyed. Retain hard copies for 3 years in field offices then destroy. Electronic copy should be retained for 3 years then destroyed.
2.	Nutrient Management Consultants / Certification and Licensing Records A. Certification Exam Results <ul style="list-style-type: none"> Hard copies of application information and exam results Certification and Licensing Applications and renewals Licensed consultants annual activity reports B. Consultant Plan Inspections Hard copies of inspection forms including plan information, evaluation reports and comments.	Retain hard copies for 3 years then destroy. Electronic information: Continuous Record. Maintain a perpetual file by updating when amended or revised and destroying obsolete material. Retain hard copies for 3 years then destroy. Electronic information: Continuous Record. Maintain a perpetual file by updating when amended or revised and destroying obsolete material.

Schedule Approved by Department, Agency, or Division Representative

Date: 7/13/2011

Signature

Name

Title

Program Manager

Schedule Authorized by State Archivist:

Date

Signature

Name

Title

Edward C. Papenfuss
State Archivist

**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
(Continuation Sheet)**

Schedule No. 2571

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Agency Maryland Department of Agriculture	Division/Unit 15 / Nutrient Management Program/ Nutrient Management Program Documents
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Item No.	Description	Retention
3.	Urban Nutrient Applicator Records A. Lawn Care Service Providers Inspections. Records include: Firm name and address, soil test results from customer properties and nutrient application records. They also contain inspection evaluations and comments. B. Golf Course Nutrient Application Records. Records include name and address, soil test results and nutrient application information. They also contain inspection evaluations and comments.	Retain hard copies for 3 years then destroy. Electronic information: Continuous Record. Maintain a perpetual file by updating when amended or revised and destroying obsolete material. Retain hard copies for 3 years then destroy. Electronic information: Continuous Record. Maintain a perpetual file by updating when amended or revised and destroying obsolete material.
4.	Training Program Participant Records A. Training programs. These records include: <ul style="list-style-type: none"> • Consultants Pre-Certification Workshop • Continuing Education for Certification Renewal • Operators/Farmers Training for Certification • Applicators Training and Continuing Education B. Training Participants Information. These records include: <ul style="list-style-type: none"> • Name and address • Affiliation • Course Title • Date • Location of course 	Retain hard copies for two years then destroy. Electronic information: Continuous Record. Maintain a perpetual file by updating when amended or revised and destroying obsolete material. Retain hard copies for two years then destroy. Electronic information: Continuous Record. Maintain a perpetual file by updating when amended or revised and destroying obsolete material.

Schedule Approved by Department, Agency, or Division Representative

Date: 7/13/2011

Signature

Name

Title

[Signature]
Jo Mercer
Program Manager

Schedule Authorized by State Archivist:

Date

Signature

Name

Title

7/28/11
[Signature]
Edward C. Papentuse
State Archivist

Instructions – Type or print a separate form for each new or revised record series. Forward with the Records Retention Schedule (DGS 550-1).		DEPARTMENT OF GENERAL SERVICES STATE RECORDS CENTER 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1379		AGENCY RECORDS INVENTORY PAGE 1 OF 1	
1. Department/Agency Maryland Department of Agriculture		2. Division 15		3. Division/Unit or Section Nutrient Management Program/ Nutrient Management Program Documents	
DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title Nutrient Management Program Documents				5. Earliest Year/Latest Year 2003-2008	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Nutrient Management Program documents – These documents contain the reports and evaluations for the Nutrient Management Program's field work, certification and licensing, and training. These include the Nutrient Management information for farmers/operators and commercial urban operators. They also include certification and licensing exam results and inspections, and training program participant information.					
7. Record Series Format(s) List all Paper: <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm/ <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) Number <input type="checkbox"/> Other (specify) _____	
				10. Annual Accumulation File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) Number <input type="checkbox"/> Other (specify) _____	
11. File is Used Weekly/Monthly			12. File Becomes Inactive After Three to Five Years		
13. Current Location(s) (Bldg., Floor, Room) Maryland Dept. of Ag, 2nd Floor Room 207 and the 6 field offices which serve the state of Maryland.			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) No		
15. Privacy / Access Restrictions Yes <input type="checkbox"/> Personal <input type="checkbox"/> Medical <input type="checkbox"/> Proprietary <input type="checkbox"/> Classified <input type="checkbox"/> Other _____ (If Yes, cite Law(s) & Regulation(s).)			16. Audit Requirements As determined by the Program Manager.		
17. Is an Index System used? If yes, explain briefly and describe requirements No			18. Recommended Retention: In Office And In Storage (Each Format) Destroy after three to five years.		
19. Name and Title of Preparer Louise Woodruff, Admin Officer II E-mail address: woodrule@mda.state.md.us		20. Location: 50 Harry Truman Parkway, Annapolis, MD 21401 Telephone Number# (410) 841-5954 Room # 210		21. Date Revised July 11, 2011 January 20, 2009	